

## Transient Tourism Room Tax

The Town of Union has recently passed an ordinance creating an 8% room tax on gross revenues from rental activity at your property. This tax should be considered a “pass through” cost charged to your rental customers. Per WI State Statute 66.0615, 75% of the taxes collected will be spent to increase overnight stays resulting from additional tourism traffic, acting as a self-funded marketing program to help grow your business.

In order to make the reporting and collection of those taxes easier, the Burnett County Tax Zone Commission has partnered with an online entity named [Localgov](#) to conduct secure and convenient reporting, filing and payment activities on their behalf from the comfort of your home or business – helping you save time and avoid late fees.

Starting April 1, 2024, Town of Union taxpayers are required to use [Localgov](#) to submit a quarterly Transient Tourism Room Tax Return form. Seasonal short-term accommodation businesses must file a zero dollar return even if they do not generate any revenue during a specific quarter.

### **Localgov offers taxpayers in your community significant advantages, such as:**

- Automatic calculation of taxes and fees owed.
- Secure processing that keeps your data safe.
- Multiple payment options, including ACH/EFT drafts, credit and debit card payments.
- Payments can be made when you have time—not only during government hours.
- No need for paper forms, envelopes, checks, or stamps.
- Help is available when you need it.

## Ordinance Overview & Definitions

In accordance with SS 66.0615 Wis. Stats., Town of Union, Wisconsin, imposes a tax on the provision of rooms or lodging to transients by hotel keepers, motel operators, and other accommodation providers. This tax applies to short-term rentals, defined as residential dwellings or hotel/motel accommodations rented for less than 30 consecutive days.

The collected room taxes are allocated for municipal spending as follows: 70% to the Tourism Entity for promotion and tourism development, 25% to the municipality's general fund, and 5% for tax collection administration.

## Filing Deadlines

## Town of Union Website Updates

The tax is due on the last day of the month following each calendar quarter. A return must be filed with the municipality treasurer or designated representative via the tax return form on [Localgov](#) by the tax due date. The return should include gross receipts from the quarter, the tax amount, and any other required information.

### Tax, Interest, and Penalty Rates

- **Tax Rate:** The tax rate is set at 8% of gross receipts from short-term rentals.
- **Gross Receipts:** Your gross taxable receipts include revenue from room rental, room resell revenue, room cancellation fees, resort fees, room attrition fees, packages, and miscellaneous fees like pet fees, rollaway bed charges, refrigerator charges, safe charges, smoking fees, and cleaning fees.
- **Late Filing Fee:** A penalty of 25% of the tax is applied for negligence in filing or late filing, exclusive of any interest or other penalties.
- **Interest:** Unpaid taxes accrue interest at 12% per annum from the due date until paid.

### How to File Taxes on Localgov

1. Register for an account and log in on the [Localgov](#) website.
2. Add your business by searching for "Burnett County Tax Zone Commission" on the business page.
3. Search by your property address and select the business to add to your account.
4. Navigate to the "Submit Forms" page.
5. Search for "Burnett County Tax Zone Commission."
6. Choose the specific form for the municipality where your short-term rental is located and where taxes are due.
7. Complete all mandatory fields on the form and proceed to submit your payment.

### Helpful Resources to Get Started

- **Set up your online account here:** <https://tax.localgov.org/login>. It takes just a few minutes to get started, set up payments, and get current with your taxes. If you have any questions or need assistance, please contact Localgov Customer Service at (877) 842-3037 or <https://service@localgov.org>
- **Schedule a meeting with Localgov Customer Service** and we'll walk you through how to register and submit your first filing: <https://www.localgov.org/training>.
- Bookmark the Localgov Help Center: <https://service.localgov.org/knowledge>
- **Contact a Burnett County Room Tax Zone Commission** representative for information regarding the tax rate, filing qualifications and penalties, or any other questions regarding this new room tax. Contact email: [BCZoneComm@gmail.com](mailto:BCZoneComm@gmail.com).

## Town of Union Website Updates

- **Need help submitting your tax filing on Localgov?** Click on the links below to access some helpful resources.
  - [How do I submit a form on Localgov?](#)
  - [Where do I find the form I need to submit on Localgov?](#)
  - [How do I make a payment on Localgov?](#)
  - [How do I create a Localgov account?](#)
  - [How do I log into Localgov?](#)

### Short-Term Rental Citizen Complaint Form

To report an issue with a short-term rental in your area, please fill out and submit the provided form. You can choose to report anonymously or include your contact details.

#### → You can either link to the form or embed in your website:

- **Link:** <https://form.jotform.com/230507142062140>
- **Embed Code:** `<script type="text/javascript" src="https://form.jotform.com/jsform/230507142062140"></script>`